CONFIDENTIAL
Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

Executive Registry
77-4377/2

DDA 77-3401

10 JUN 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Telephone Survey Recommendations

REFERENCES: A. Memorandum for DDA from Director of Security, dated 18 May 1977, Same Subject

B. Note to DDA from DDCI, dated 31 May 1977, Regarding Reference A

1. As you asked, I have obtained from the other Directorates and Heads of Independent Offices their views on the Office of Security's recommendation that we discontinue the Agency's combined telephone directory which contains the names of our employees. All have concurred with the following exceptions which, in our view, can be worked out:

a. The DDI supports the recommendations but points out that OCR currently uses the directory for mailing purposes. If they were permitted to have a register which would be "tightly controlled and, of course, carefully screened for cover and other security considerations," they would not have a problem. Under these conditions, we believe permission for the register should be granted.

b. The DDO concurs in the recommendation and would have us go even further than we had proposed. They would have us strike the phrase, "unless specifically approved by the Deputy Director concerned" in paragraph 4b of the Security memo, which now reads, "As a matter of official Agency policy, the publication of component directories containing the names of Agency personnel should be discontinued unless specifically approved by the Deputy Director concerned." The DDO is concerned lest persons not under cover now could be at some future date.

Downgrade to Administrative-Internal
Use Only When Separated From Attachment

STAT

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5
CONFIDENTIAL

CONFIDENTIAL
Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

c. The DDS&T suggests that the functional and organizational directory be published in more detail, which is something we will examine prior to publishing the new directory. Further, the DDS&T has stated a preference for retaining component directories (paragraph 4b of Security's memo) under "a strict accountability system." A copy of the memorandum when approved by you would serve to advise the DDS&T of the DDO's concerns and the reasons that strict accountability must be maintained.

2. Under the conditions outlined above, we request your approval to implement Security's recommendations which are contained in the attached memorandum.

25X1A

John F. Blake

Attachment
Reference A

APPROVED (✓)* DISAPPROVED ( )

25X1A

Deputy Director of Central Intelligence

6-18-77
Date

* Re para 4b, any exceptions should be subject to decision by the Executive Advisory Group.

cc: DDI
DDO
DDS&T
General Counsel
Inspector General
Legislative Counsel
Comptroller
D/EEO

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5
CONFIDENTIAL

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

The Deputy Director
Central Intelligence Agency

Executive Registry
DD/A Registry
81-3054

Washington, D.C. 20505

5/8/81

DDA

Jack:

I can understand why these recommendations seem justified but I am concerned over what their impact would be on our work-a-day effectiveness.

Please round up the views of other Deputies and heads of Independent Offices and let me know what the consensus is.

Stan

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

SUSPENSE 9 June per BCE.

O/DDCI

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

STATINTL

TO		ACTION	INFO	DATE	INITIAL
1	DDCI		X		
	[redacted]				
	J. Taylor				

SUSPENSE _____
Date

Remarks:

DDA and Security propose elimination of telephone directories that include names--restricting listings to functional and organizational categories. This

STAT seems like an overreaction to [redacted] case, and is unlikely to prevent the development of personalized lists that can be carried out of the building by someone bent on doing it. In addition to extra pressure on operators for telephone information, there will be more pressure on secretaries to keep lists and place calls. In production offices this could become a real burden, since the clerical/professional ratio is disadvantageous to the secretaries. Finally, if all we produce is a functional directory, the logical place to record names of contacts is in that book.

STATINTL [redacted]

5/24/77
Date

* Blake has approved, but asks for your comments.

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

☒ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Telephone Survey Recommendations

FROM:	EXTENSION	NO.
Director of Security 4E60 Hq		DATE 18 MAY 1977 STATINTL

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDA 7D-18	22 MAY 1977		3	103 I thoroughly support the recommendations in the attachment & have approved them. I believe you should be aware of this matter & have an opportunity to comment, however, before implementation.
2. ~~D/S~~ ~~4E-60~~				
3. DDCI				
4. 7D 6011 Hqs				
5. DDA 7D 18 Hqs				
6. D/Security 4E 60 Hqs				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STATINTL

22 MAY 1977

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

Approved For Release 2002/06/13 : CIA-RDP80-00473A000200020016-5